

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & RESOURCES MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
2 pm on Tuesday 26 September 2017

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Trevor Childs, Cllr. David Gibbon JP and Cllr. Allan Walter

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer

1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

2) Apologies

There were no apologies as all Members were present.

3) Disclosure of pecuniary interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

The Town Clerk declared an interest in agenda item no. 21.

4) Dispensations

None requested.

5) Minutes

- a) The minutes from a Personnel Committee meeting held on 20 October 2016 were considered for adoption.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED.
- b) The minutes from a Finance & Resources Committee meeting held on 25 July 2017 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.

6) Town Clerk's report

Members received a written report from the Town Clerk on actions taken since the last meeting. The Town Clerk also gave the following verbal update.

- o Shropshire Council's tree officer had agreed to take a look at the trees in the cemetery in response to the Tree Forum's recommendations. A quote of £390 had been received for a tree inspection, report and recommendation.
- o The Town Council's fire evacuation procedure had met with the approval of the Inspecting Officer at Shropshire Fire & Rescue Service.

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk's report be NOTED.**
- ii. **The Town Clerk should contact Balfours concerning the damp at the Corn Exchange.**
- iii. **The Council's fire evacuation procedure should be read out at each public meeting and all staff should be trained in using fire safety equipment.**

7) Finance

- a) Members received a financial report from the Responsible Financial Officer.
It was PROPOSED, SECONDED and AGREED that the report be NOTED.
- b) Members considered for approval receipts and payments for July and August 2017.
It was PROPOSED, SECONDED and AGREED that receipts and payments for July and August 2017 be APPROVED.
- c) Members received bank reconciliations to 31 July and 31 August 2017.
It was PROPOSED, SECONDED and AGREED that bank reconciliations to 31 July and 31 August 2017 be NOTED.

d) Members considered for approval income and expenditure to 31 August 2017.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 August 2017 be APPROVED.

e) Members considered for approval payments for September 2017.

It was PROPOSED, SECONDED and AGREED that payments for September 2017 be APPROVED.

8) Town Promotion

The Chairman reported that he was still exploring the availability of publicity leaflets for Much Wenlock and how they could be distributed to a wider audience.

It was PROPOSED, SECONDED and AGREED that the Chairman would report back to the next meeting.

9) The Archives

Members received background information pertaining to the Archives following a survey of the Wenlock Olympian Society and Wenlock Town Council Archives carried out in April 2008.

It was PROPOSED, SECONDED and AGREED that the information be NOTED.

10) Fire Safety Audits

Members considered for approval the annual Fire Safety Audits for the Corn Exchange and the Guildhall.

It was PROPOSED, SECONDED and AGREED that Cllr. Trevor Childs and the Town Clerk would carry out the safety audits and report back with recommendations at a future meeting.

11) Borough of Wenlock scroll

Members considered for approval repair work to the scroll and cabinet on display in Much Wenlock museum.

It was PROPOSED, SECONDED and AGREED that advice should be sought about how the scroll and cabinet could be repaired.

12) Commercial opportunities at the Corn Exchange

a) Members considered any commercial opportunities that could be made from the rear office at the Corn Exchange. The subject of security was also discussed, especially if the room was hired during times when the Town Clerk's office was closed.

It was PROPOSED, SECONDED and AGREED that:

- i. **The room should be hired to voluntary groups for £10 per hour and commercial hirers at £20 per hour.**
- ii. **Security cameras should be installed in the tunnel under the Corn Exchange and on the stairs in the Corn Exchange.**

b) Members considered for approval the purchase of a 4-draw filing cabinet and two small 3 draw cabinets left in the rear office at a cost of £50.

It was PROPOSED, SECONDED and AGREED that the drawers be purchased at a cost of £50.

13) Hedge trimming at Much Wenlock cemetery

Members considered for approval hedge trimming of between 400 and 500 yards of hedgerow between the new cemetery and the allotments, the hedgerow at the far end of the new cemetery adjacent to the neighbouring field, and the hedgerow adjacent to the old cemetery.

It was PROPOSED, SECONDED and AGREED that the hedge should be trimmed by Steve Burton at a cost of £300.

14) Cemetery chapel

Members considered for approval the removal of the plaster on the inner walls of the cemetery chapel which were flaked and peeling. It was hoped that removing the plaster would make the room cleaner and more presentable during community open days.

It was PROPOSED, SECONDED and AGREED that Cllr. Trevor Childs and Cllr. David Gibbon would have a look at the chapel and report back on its condition and make recommendations at a future next meeting.

15) Property valuation

Members received information from Balfours concerning the reinstatement value of the Town Council's buildings for insurance purposes. There was some concern that the valuation of £1,565,000 for the Guildhall was not sufficient in comparison to the value of other properties in Much Wenlock.

It was **PROPOSED, SECONDED and AGREED** that:

- i. The valuations be **NOTED**.
- ii. The Council's insurers should be asked how much it would cost to increase the insurance for the Guildhall to £5m and £10m.

16) Property refurbishment

Members received a written report concerning better use of the Council's property. The report suggested that, if the gaol was cleared out, it could be used as an extended attraction to the Guildhall. Amongst other things the gaol contained two benches which could be transferred for use in the cemetery chapel, and if the basement area at the Corn Exchange was refurbished, it could be used as a storage area. However, a new door would need to be fitted for security purposes.

The report also advised that a Project Plan for the Guildhall could no longer be progressed with Eura Conservation since the business was being wound up. However, the Guildhall would benefit from the entrance hall and entrance door being re-painted.

It was **PROPOSED, SECONDED and AGREED** that:

- i. The gaol should be cleared out.
- ii. Further quotes should be sought for the installation of a new cellar door with a view to refurbish the cellar to provide additional storage space.
- iii. Further work to the Guildhall should be deferred until a suitable project plan had been developed.

17) Gaskell Recreation Ground

Members considered for approval repairs to the roof on the bowling clubhouse on the Gaskell Recreation Ground.

It was **PROPOSED, SECONDED and AGREED** that the roof should be repaired within a budget of £500.

18) Town markets

Members considered a written report outlining current rates and hire conditions/agreements associated with the hire of the Council's market areas.

It was **PROPOSED, SECONDED and AGREED** that:

- i. There should be clear demarcation of the fire exit from the library.
- ii. Amended policies and an explanatory letter to stall holders would be considered at the next meeting.

19) Date of next meeting

It was **NOTED** that the next meeting would take place at 2 pm on Tuesday 24 October 2017.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED and RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

20) Linden Lodge

Members considered for approval a quote for the installation of a new UPVC rear door and frame at Linden Lodge.

It was **PROPOSED, SECONDED and AGREED** that Darwin Glass and Glazing should install a UPVC door and frame at a cost of £500 + VAT.

21) Cemetery Access Project

Members considered the following for approval.

- a) A quote for a new bench at the cemetery as part of the 'Cemetery Access Project'.
It was **PROPOSED, SECONDED and AGREED** that Bruce Watson should build and install a new bench at a cost of £1,863.
- b) A quote for a wooden sculpture at the cemetery as part of the 'Cemetery Access Project'
It was **PROPOSED, SECONDED and AGREED** that, due to issues concerning durability of the wood, this should be re-considered at a future meeting.

22) Emergency lighting and fire alarm maintenance

Members considered for approval a new service agreement for the maintenance of the emergency lighting and fire alarms at the Corn Exchange and Guildhall.

It was **PROPOSED, SECONDED and AGREED** that the annual service agreement should be continued with RMW at a cost of £412 + VAT for the Corn Exchange and £175.10 + VAT for the Guildhall.

23) New gas boiler at the Corn Exchange

Members considered for approval quotes to replace the gas boiler at the Corn Exchange.

It was PROPOSED, SECONDED and AGREED that a heat loss assessment should be carried out by all those who had quoted to determine that the boiler would be sufficiently sufficient for its purpose.

24) Personnel matters

Members considered for approval a recommendation to make a pay award to the Handy Person.

It was PROPOSED, SECONDED and AGREED that the hourly rate of the Handy Person be increased to £8.25 per hour.

The meeting closed at 16:58.

Signed.....
Chairman

Date.....